

**CITY OF LONG BEACH
DEPARTMENT OF PARKS, RECREATION AND MARINE
PARKS AND RECREATION COMMISSION MINUTES
OCTOBER 20, 2005**

I. CALL TO ORDER

The meeting of the Parks and Recreation Commission was called to order by Chris Kozaites, President, at 9:00 a.m., at the El Dorado Park West Community Center, in the Senior Center Library. Thomas Shippey, Manager of Maintenance Operations, took roll call and confirmed a quorum.

Present: Chris Kozaites, President
Harry Saltzgaver, Vice President
Bea Antenore
Raymond Chavarria
Simon George
Drew Satariano
Brett Waterfield

Absent: none

Staff: Thomas Shippey, Manager, Maintenance Operations Bureau
Dennis Eschen, Manager, Planning and Development Bureau
Janet Day-Anselmo, Manager, Business Operations Bureau
Diane Lewis, Manager, Community Enrichment Programs Bureau
Steven Neal, Chief Ranger
Geoff Hall, Special Projects Officer
Belem Solis, Superintendent, Community Recreation Programs Bureau
Robin Black, Executive Secretary to the Director

Guests: Kirsten Autry, Save LBC Skyline
Wesley Moore, Animal Control Services Officer

II. APPROVAL OF MINUTES – SEPTEMBER 15, 2005

It was moved by Commissioner Chavarria and seconded by Commissioner Satariano to approve the September 15, 2005 Parks and Recreation Commission minutes. The motion carried unanimously.

III. SAMMY AWARD PRESENTATION – SHERRI NIXON-JOINER

In Sherri Nixon-Joiner's absence, Robin Black awarded the Sammy Award to Thomas Shippey, Manager of the Maintenance Operations Bureau.

President Kozaites requested that Ms. Nixon-Joiner tell them what she and Sammy did over the past month, at the next Commission meeting in November.

IV. EMPLOYEE-OF-THE-MONTH PRESENTATION FOR OCTOBER

President Kozaites stated that the Employee of the Month is not available, so this award would be presented at the November meeting.

V. RECOGNITION OF TEAM WORK – DIANE LEWIS

Ms. Diane Lewis stated that she has two special recognitions of teamwork in the Community Enrichment Programs Bureau. The first group being acknowledged is the Park Ranger Policy and Procedure Manual Subcommittee of Park Ranger Division. The Committee consists of five individuals, of which three are present.

Ms. Lewis stated that the Operations Manual for the Park Rangers has been in need of revision for quite some time and the Park Rangers identified this revision as a high priority issue. The 20 Park Rangers chose a subcommittee of five Park Rangers to work on revising the manual. The draft will then be submitted to the City Attorney's Office and the Police Department for their review and comment. The manual will then be distributed to all Park Rangers and Department executive staff for review and comment. They hope that the manual will be finalized by the end of the year.

Ms. Lewis stated that this team is being recognized for their commitment to the process, for stepping up and working together on the project which will benefit the City of Long Beach as they continue to enforce safety so that the public can continue to enjoy and feel safe in our city parks and recreation spaces. She introduced John Hill, Kevin Phillips, and Fred Guzman. She stated that Mario Camacho and Carlos Ortiz were not available to attend.

President Kozaites and Vice President Saltzgaver presented the group with a plaque.

Ms. Lewis stated that she also wanted to recognize a large group of people from the Nature Center, the majority of which were in attendance today. She said that this recognition is for the 21st Annual Coastal Cleanup in the City of Long Beach. The outstanding efforts of these individuals resulted in 4,900 pounds of trash and 800 pounds of recyclables collected. Their efforts resulted in a citywide benefit, and they should be acknowledged.

President Kozaites and Vice President Saltzgaver presented the group with a plaque.

Ms. Mary Blackburn stated that these ten staff people are fantastic and they did an outstanding job. The Coastal Cleanup is just one example of the way that this crew pulls together to create wonderful things in this community. Ms. Blackburn stated that the Nature Center's annual benefit plant sale would be held on October 29. She also stated that the Nature Center's alternative gift fair would be held on December 3.

Commissioner Chavarria commended the group for the work they have done.

VI. COMMISSION ACTION ITEMS

#05-1001

PERSONAL SERVICES/INSTRUCTION AGREEMENTS-MONTHLY APPROVAL

It was moved by Commissioner Chavarria and seconded by Commissioner Antenore to authorize the Community Recreation Services Bureau manager or his or her management designee to execute the Personal Services and Instruction Agreements and amend Attachment "A" of the agreements as needed. The motion carried unanimously.

#05-1002

MEMORIAL BENCH FOR FLEET RESERVE ASSOCIATION, BRANCH 43

It was moved by Commissioner Chavarria and seconded by Commissioner Satariano to approve the placement and installation of two memorial benches for the Fleet Reserve Association. The motion carried unanimously.

Vice President Saltzgaver stated that this is very fitting to be next to the Lone Sailor Memorial statue.

Commissioner Antenore stated that bricks are still being placed near the statue. She asked how much space is there going to be for those bricks?

Mr. Tom Shippey responded that they would be able to go on and on. There is plenty of room for a large amount of bricks to go in and around the benches. People will always be able to have bricks placed by the statue.

VII. COMMITTEE STATUS REPORTS

A. EXECUTIVE COMMITTEE President Kozaites, Chair

President Kozaites stated that the Committee met and discussed the agenda.

Vice President Saltzgaver stated that Commissioner Chavarria came up with a great idea to get name badges made for the Parks and Recreation Commissioners

President Kozaites stated that he would like to take an item out of order and discuss the Park Safety Committee now because there is a speaker present to give a report on coyotes.

C. PARK SAFETY COMMITTEE
Commissioner Waterfield, Chair

Commissioner Waterfield stated that the Committee would meet on November 11 and tour some of the facilities. He said that Mr. Moore would discuss the coyote report that was presented to the City Council on October 11.

Mr. Wesley Moore, Animal Control Services Officer, distributed a copy of the coyote presentation that was given to the City Council. He explained that a dog was attacked inside El Dorado Regional Park and that the Park Rangers were extremely helpful in taking a report and investigating the incident. This is not only a park problem; it is a City of Long Beach problem. He stated that there is a lot of wildlife in the city. Mr. Moore explained the various ways that residents should learn to live with wildlife and how to discourage wildlife from being in the area. He also explained how the wildlife use the freeways and flood controls to travel from one area to another. He stated that the United States Department of Agriculture's Wildlife Services and the State Department of Fish and Game would come in when wildlife is a threat to a person. Mr. Moore stated that residents should report a wildlife threat to a person immediately to the Animal Control, the Park Rangers, or the Police Department.

Ms. Diane Lewis stated that the City has sent out media releases to the public, flyers are distributed at El Dorado Regional Park and at the Nature Center, and signs have been increased in the park notifying patrons of coyotes.

Commissioner Chavarria stated that Park Rangers are needed at skate parks to educate kids on safety equipment needed.

President Kozaites stated that the Finance and Appeals Committee would be discussed at this time.

B. FINANCE AND APPEALS COMMITTEE
Commissioner Satariano, Chair

Commissioner Satariano stated that the Committee met frequently in the last month. He stated that Janet Day-Anselmo would give a report on the year-end numbers and Geoff Hall is going to give a report on cost recovery.

Ms. Janet Day-Anselmo distributed the monthly statement and said that the year-end statement would be distributed next month, when all the numbers are finalized. She gave a brief General Fund analysis, discussed the year-end performance of expenditures and revenues, and the Three-Year Plan reductions.

Vice President Saltzgaver asked what the difference was between the total budget and the General Fund budget. Ms. Day-Anselmo responded that the total budget contains all funds in our department, which includes Tidelands, grant funds, the special advertising promotions, about ten different funds, does not include CIP funds.

Commissioner Chavarria stated that he is wondering if the hiring freeze and vacancies will continue, because he hates to see Department services go down due to lack of staff. Ms. Day-Anselmo responded that over 100 full-time positions were eliminated, but no one was laid off. The report next month should answer some of those questions.

Mr. Geoff Hall stated that he introduced the proposed Cost Recovery Policy at the Commission's September 15 meeting as part of the citywide fee study. He said that at that time, he told the Commission that all departments would be presenting their policies to the City Council in mid-November and that it would be beneficial for the Commission to adopt a policy before that time. The Commission referred the item to the Finance and Appeals Committee. Committee staff met twice to review and refine the proposed Cost Recovery Policy and the revised document was included in the packet. It was recently concluded that the Commission does not need to rush to adopt a Cost Recovery Policy. It is more important that the policies be developed with deliberation and with an understanding of their potential impacts. The staff report to the City Council would simply reference that the Commission has reviewed a draft of the policy document and that it would be included in the City Council report.

Mr. Hall stated that many of these policies were borrowed from the City of San Luis Obispo. However, significant changes had been made to make it more applicable to the City of Long Beach. He said that the policies are needed to provide the Department with a framework or methodology to evaluate and justify fees. Mr. Hall said that the adoption of a formal policy would help guide the Department in the future. Mr. Hall briefed the Commission on the draft policies.

Commissioner Chavarria stated that he is concerned about nonprofit organizations, such as soccer tournaments, who make quite a bit of money and are granted fee waivers for the use of our fields. The Department needs to phase out fee waivers for groups who make so much money.

Vice President Saltzgaver suggested that if the revenue from the golf course concession is not included and is used to upgrade the courses, perhaps this should also be done for the tennis courts and for the marinas.

Mr. Hall stated that these policies could be added to as we go along.

Commissioner Satariano thanked Mr. Hall for his work, this was a big item.

It was moved by Commissioner Chavarria and seconded by Vice President Saltzgaver to receive the staff presentation, and defer adoption of the proposed cost recovery policies to a future meeting. It was also recommended that Commissioners communicate any concerns or recommendations for revisions to the Finance and Appeals Committee, who will continue to work with staff to develop appropriate policies. The motion carried unanimously.

D. EQUAL EMPLOYMENT OPPORTUNITY AND CUSTOMER SATISFACTION COMMITTEE

Commissioner Chavarria, Chair

Commissioner Chavarria stated that the Committee would meet next month. He also requested the Commissioners to look at the monthly highlights, page 5, at the "Customer Satisfaction Surveys" section.

E. CAPITAL IMPROVEMENT PROJECTS COMMITTEE

Commissioner George, Chair

Commissioner George stated that the Committee met this morning and discussed the quarterly report included in the packet.

Mr. Dennis Eschen briefly went over the report, highlighting the new funding in the FY 2006 Capital budget.

F. CITY SCHOOLS/JOINT COMMITTEE

Commissioner Antenore, Chair

Commissioner Antenore stated that the Committee meeting was cancelled by the School District.

G. SPECIAL EVENTS AND RECREATION COMMITTEE

Commissioner Satariano, Chair

Commissioner Satariano stated that this is a new committee and they would be meeting next month.

VIII. DIRECTOR'S REPORT TO COMMISSION

A. DIRECTOR'S MONTHLY REPORT – SEPTEMBER 2005

Commissioner Antenore asked how the booms are holding up with the latest rains.

Mr. Tom Shippey responded that they are holding up very well. He said that staff had completely replaced the boom in Rainbow Harbor and it held up well. So far the Los Angeles County boom is also holding up very well.

IX. CORRESPONDENCE

President Kozaites stated that there was no correspondence.

X. UNFINISHED BUSINESS

President Kozaites stated that there was no unfinished business.

XI. NEW BUSINESS

A. 2005 MUNICIPAL BAND REPORT

Ms. Diane Lewis stated that in the report are some of the key highlights of the 96th year of the Municipal Band program. The food sales based on the theme of each week's concerts were well received. They implemented a volunteer team captain program that resulted in approximately \$20,000 in budget savings, which worked out well. The banner advertising helped to increase attendance. They held a volunteer recognition luncheon at the Bembridge House as a thank you. She stated that they plan to put together a report to the City Council on how they will package next season's concerts, which they hope will include some level of sponsorships. She stated that she would bring this information to the Commission's Special Events and Recreation Committee and then to the full Parks and Recreation Commission before bringing it to the City Council.

It was moved by Commissioner Chavarria and seconded by Commissioner Antenore to receive and file the 2005 Municipal Band Report. The motion carried unanimously.

B. IMPLEMENTATION OF THE OPEN SPACE AND RECREATION ELEMENT

Mr. Dennis Eschen stated the Open Space and Recreation Element has a number of responsibilities for implementation and an annual report is given to the Planning Commission, who would then forward the report to the City Council. He said that park acreage gets the most attention. The Department added 3.16 acres of parkland in 2005, which brings the City up to 2,643.16 acres in total.

It was moved by Commissioner Chavarria and seconded by Vice President Saltzgaver to forward this report to the Planning Commission. The motion carried unanimously.

C. PARK IMPACT FEE ANNUAL REPORT FOR FISCAL YEAR 2004

Mr. Dennis Eschen stated that a draft came to the Parks and Recreation Commission previously that included an increase in the fee. The fee increase has been coordinated with other City fee increases that are pending and being held until those other fee increases have been decided on so that we don't increase the fees on new construction to the point that it makes new construction non-economical. This item is now with the Financial Management Department. During the year, the Department did receive \$365,000 in fees and it is projected next year to receive \$375,000. However, we spent \$1.20 million as a result of accumulated fees in the past and are budgeted \$1 million for the current year based on a number of large projects that are due to start within the next few months.

It was moved by Commissioner Satariano and seconded by Commissioner Chavarria to recommend that the City Council receive and file the FY 2004 Annual Report on Park Impact Fees. The motion carried unanimously.

D. APPROVAL OF PLANS FOR IMPROVEMENT OF VICTORY PARK AT 100 EAST OCEAN BOULEVARD

President Kozaites stated that the contractor has pulled this item off the agenda.

Commissioner Chavarria requested a tour of the Victory Park area. Mr. Eschen responded that he would arrange that.

Mr. Eschen stated that the applicant has changed their mind on the design and they are revising it one more time. It may come to the Parks and Recreation Commission in November or later.

XII. COMMENTS

A. AUDIENCE

There were no comments from the audience.

B. STAFF

Ms. Diane Lewis distributed a flyer for an event at the Rancho Los Cerritos on October 22, called "A Child's Haunted Garden." They are introducing children to history as it pertains to the historic gardens at the Rancho.

Ms. Belem Solis stated that next week there are Halloween events coming up at 14 neighborhood and community recreation centers. In addition to that, the seniors will be having a costume celebration at 9:00 a.m., on October 31.

C. COMMISSIONERS

Commissioner Chavarria stated that today at 1:30 p.m., the Planning Commission would be hearing the item on the Sports Park for approval. He said that all the sports leagues have been contacted.

XIII. NEXT MEETING

The next meeting will be held at 9:00 a.m. on Thursday, November 15, 2005, at the El Dorado Park West Community Center, in the Senior Center Library, 2800 Studebaker Rd., Long Beach.

XIII. ADJOURNMENT

President Kozaites adjourned the meeting at 10:50 a.m.

Respectfully submitted,

Robin Black
Executive Secretary
to the Director

c: Phil T. Hester, Director of Parks, Recreation and Marine